## State of North Carolina Department of Environment and Natural Resources Division of Water Quality

## STATE STORMWATER PERMIT TRANSFER REQUEST FORM (Pursuant to N.C.G.S. 143-214.7(c2)/Session Law 2011-256)

This request form is for a transfer of the stormwater permit from a current permittee who is the declarant of a condominium or declarant of a planned community (as defined in Chapter 47C or Chapter 47F of the General Statutes, respectively) to a unit owners association, owners association, or other management entity identified in the condominium or planned community's declaration pursuant to N.C.G.S. 143-214.7(c2)/ Session Law 2011-256.

## I. REQUIRED ITEMS

A request to transfer a permit will not be approved by the Division of Water Quality (DWQ) unless all of the applicable required items listed below are included with the submittal. Failure to provide the listed items may result in processing delays or denial of the transfer request.

<u>Please notify DWQ prior to the submittal of this transfer form to request an inspection of the stormwater system.</u>

- 1. This completed and signed form.
- 2. Legal documentation showing that common areas related to the operation and maintenance of the stormwater management system have been conveyed to the proposed permittee in accordance with the condominium or planned community declaration.
- 3. Legal documentation showing that the declarant has conveyed at least fifty percent (50%) of the units or lots to owners other than a declarant.
- 4. A copy of any recorded deed restrictions, covenants, condominium/planned community declaration or easements, if required by the permit.
- 5. The designer's certification (DWQ Engineer and Designer Certification Forms are available from each DWQ Regional office), if required by the permit and if not already submitted to DWQ.
- 6. If the proposed permittee is a firm, partnership, association, institution, corporation, limited liability company, or other corporate entity, provide documentation showing the proposed permittee is a legal entity and the named representative has the authority to act on behalf of the proposed permittee.
- 7. The \$40.00 processing fee. If this is an initial transfer from the original permittee the processing fee is not required. Subsequent ownership transfers will require the \$40.00 processing fee.

## II. CURRENT PERMIT INFORMATION Stormwater Management Permit Number: 2. Project Name: 3. Current Permitee's Company Name/Organization: 4. Signing Official's Name: Title: 5. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_\_State: \_\_\_\_\_Zip: \_\_\_\_\_ 6. Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ III. PROPOSED PERMITTEE / OWNER / PROJECT / ADDRESS INFORMATION The proposed permittee identified in the condominium or planned community's declaration is the following (check one): Unit Owners Association Owners Association Other Management Entity Proposed Permittee's: 1. Company Name/Organization: 2. Contact Name & Title (Please provide name of company/organization's authorized representative or agent and her/his official title such as President): Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_ 4. Phone: (\_\_\_\_\_) \_\_\_\_ Fax: (\_\_\_\_\_)\_ IV. **CURRENT PERMITTEE'S CERTIFICATION** I, \_\_\_\_\_\_, the current permittee, am submitting this request for a transfer of stormwater permit # \_\_\_\_\_. I hereby attest that I have met the requirements of N.C.G.S. 143-214.7(c2)/ Session Law 2011-256, and propose to transfer the permit to a unit owners association, owners association, or other management entity identified in the condominium or planned community's declaration. The common areas related to the operation and maintenance of the stormwater management system have been conveyed to the unit owners association or owners association in accordance with the declaration. I have provided a copy\*\* of the most recent permit, the designer's certification for each BMP, any recorded deed restrictions, covenants, or easements, the DWQ approved plans and/or approved as-built plans, the approved operation and maintenance agreement, past maintenance records, and the DWQ stormwater inspection report evidencing compliance to the proposed permittee named in Section III of this form. I further attest that this request for a permit transfer is accurate and complete to the best of my knowledge. I understand that if all required parts of this request are not completed or if all required supporting information and attachments listed above are not included, this request package will be

returned as incomplete. I assign all rights and obligations as permittee to the proposed permittee named in Section II of this form. I understand that this permit transfer cannot be approved by the DWQ unless and until the facility is in compliance with the permit.

Signature:	· · · · · · · · · · · · · · · · · · ·	Date:
I,		, a Notary Public for the State of
	, County of	, do hereby certify that
	pers	onally appeared before me this the
day of	, 20,	and acknowledge the due execution of the
forgoing instrument. Witness my hand and official seal,		(Notary Seal)
Notary Signature		

\*\* It is recommended that all documents that are required for the transfer of this permit be sent by a traceable delivery method to the proposed permittee.

Additional copies of the original permit and the approved Operation and Maintenance agreement can be obtained from the appropriate Regional Office of the Division of Water Quality.

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This completed form, including all supporting documents and the processing fee (if required), should be sent to the appropriate Regional Office of the North Carolina Department of Environment and Natural Resources, Division of Water Quality, as shown on the attached map.

